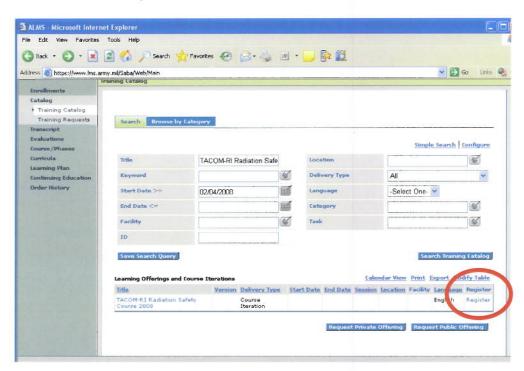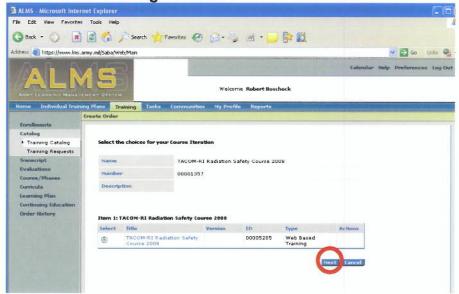**SUBJECT: On-Line Radiation Safety Course for Local RSOs and Users of TACOM-RI Commodities**

This course is intended to teach you the fundamentals of radiation safety and NRC license requirements for users and maintainers of tritium fire control devices and chemical agent monitors and detectors. This course will provide training for the designated local or unit RSO for the mentioned commodities. A grade of 80% is passing. You may take the course as many times as needed to pass. Follow the steps below to access the course in AKO. You will need a CAC card or AKO user and password in order to take the course. You will be prompted to print a certificate after successful completion of the course.
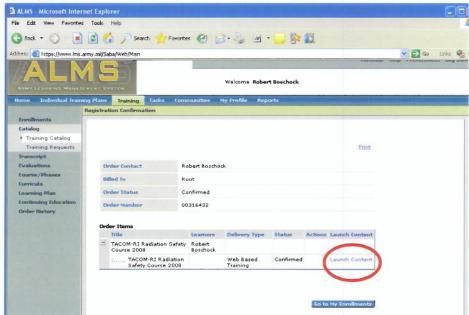
1 – If needed, disable your pop-up blocker in your Tools/ internet options/ Privacy (Button on bottom of screen). and set your PC resolution to 1024 x 768 (Settings/Control Panel Display)

2 - Log into AKO using your CAC card or user/password. Go to the Self Service tab at the top and highlight and click "My Training." then click on the ALMS icon.

3 - Click the yes button several times. Under Current Enrollments (right side) click on "Add Learning Button" and " Advanced Search button.

4 - Type in the title field "TACOM-RI Radiation Safety Course 2008."

5 - Click on "Search Training Catalog" button. Then click the "Register" button on the bottom right.
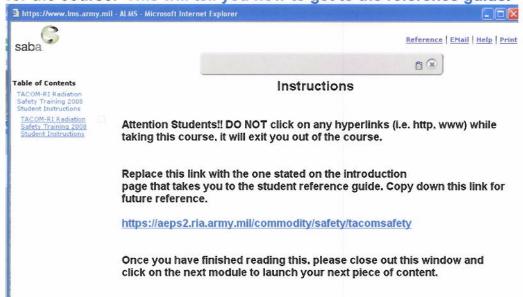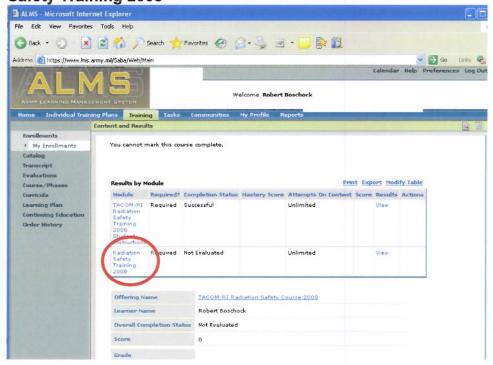
6 - Proceed with registration:

7 - You will receive a confirmation of registration. Then proceed to "Launch Content."

8 - The "Launch Program" button will bring you to a page of administrative notes for the course. This will tell you how to get to the reference guide.

9 – This will bring you to the ALMS My Enrollments page. Close any other annoying screens that may have popped up. Click on the link titled "Radiation Safety Training 2008"

10 – This will bring you a cute little pop-up. Click either of the links that say "Radiation Safety Training 2008." You will arrive at the start of the course.

Click on the underscore radiation safety training to begin the course

11 – Repeat steps 9 and 10 each time you access the course. You can log into and work on the course as many times as it takes to complete. When the performance test is completed satisfactorily you will get a completion certificate mailed to the e-mail address you provide or will be prompted to print one directly.